

**QUESTIONS AND ANSWERS NO. 1**  
**INVITATION FOR BIDS (IFB)**  
**SOLICITATION NO. DHCD-17-07**  
**EVICTON SERVICES**

The following questions regarding the subject RFP have been submitted. The answers provided by DHCD are intended to clarify the RFP's requirements and do not constitute an amendment.

	Question	Answer
1	I want to make sure we have the proper staff to accommodate the needs of the "Crew". How many movers does the Sheriff typically request? I understand it varies and if you want to give me a range, that is fine.	It depends on the jurisdiction. There are some that only require a locksmith, others one or two and then there is PG County that can require ten to twenty. We will let you know when we contact you to schedule the eviction.
2	Regarding timelines, do you assign a deadline, is it a pre-set appointment with the Sheriff, or do we work with the Sheriff's Office to set up the eviction time?	The eviction time and place will be pre-set before we engage your services.
3	Can you define "Loose" items, please? Does this mean a total cleanout of items in the home, including furniture or does it become a custodial property?  a. If this involves a total cleanout, do these items go to the dump, or are they left on the lawn? I understand we must follow the rules of the jurisdiction, so I am assuming it goes to the dump, based on the procedures of the jurisdiction?  b. What is the procedure for personal property, i.e. do we store it?	All items in the house should be removed. You should supply large trash bags for any loose items. If the jurisdiction call for them items to be set out on the street, all food items should be packed up and removed. They should not be left on the street.  a. It depends on the jurisdiction. Typically if the items have to left on the street for a period of time we will ask for bids to take them away at the appropriate time.  b. It depends on the jurisdiction. Most will allow you to dispose of it.
4	You are requesting a lump sum price for each eviction regardless of location within state. How do you want us to accommodate for some counties require more and some less. For example, Prince George's County requires 20 eviction crew members, a locksmith, and a truck whereas, Charles County requires a range of 8-12 with no truck. The cost of these would be very different due to the requirements.	Take into consideration the requirements of all Counties within the State of Maryland and price as one price per eviction.
5	Some jurisdictions require the personal property be taken away at the eviction, i.e., not moved to the curb, how do you want us to account for that?	Take into consideration the requirements of all Counties within the State of Maryland and provide services based on the eviction County requirement.
6	Is there a requirement to return to remove the personal property after the waiting period, or is there a preservation company responsible for that?	We would solicit a bid from you and one from our property preservation contractor.
7	Will you provide key code for locks and lockbox codes for access after the eviction is completed?	You will place a lock box with the keys inside once the locks are changed. You will get a code and we will send someone out to change the code.
8	What documentation/photos are required to be submitted to DHCD at completion of the eviction?	The sheriff should provide a document to be signed by the DHCD rep and the sheriff. We will need a copy of that and pictures of the empty property. If you are providing a bid to remove the debris after the allotted time. We will need pictures to accompany the bid.
9	Is the expectation of the Eviction Company to serve as your rep for the Sheriff, in the case of the writ needed to be signed?	Sometimes you will act as the DHCD rep and others we will send a rep. I would suggest you included a rep fee in your pricing.